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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 17 Sept. 1953

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:25X1A6a a. Depot: (continued item)

The study setting forth requirements of additional construction of facilities in the depot is currently under consideration by the Projects Review Committee.

25X1A9a

b. Supply Training: (continued item)

25X1A6a

(1) Mr. [REDACTED] recently assigned to the Logistics Office, was briefed on headquarters Supply operations, including a tour of [REDACTED]

25X1A9a

(2) Tentative arrangements have been made with the Office of Training for [REDACTED] to present to approximately ten supervisors of the [REDACTED] the "Human Resources Program", a seminar designed to develop effective managers in Government.

25X1A6a

c. Supply Economy Program: (continued item)

(1) Reports of inventory, Class A furniture, have been received from 28 of 33 offices requested for such information. Present reports show a total of 273 Class A furniture "set-ups" and 304 personnel in grades GS-15 and above.

(2) The fourth set of posters on Supply Economy have been delivered to the BSOs for posting.

(3) The total estimated value of material returned to store as a result of the economy program approximates \$82,400.-7

2. PROJECTS AND STUDIES IN PROCESS:a. Stock Numbers for New Electronic Items: (continued item)

No change in status.

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b. Cross Index Supplement to the Agency Catalog: (continued item)

A cross index listing of Agency stock numbers to Federal Specifications or Service stock number is expected to be furnished by the Machine Records Branch on 18 September. Preliminary discussions on the report indicate that this listing will not contain sufficient coverage itemwise, and plans are to supplement the index by manual operations. *Sup*

c. Flex-O-Print Catalog: (continued item)

Work is continuing to ready descriptive patterns and format for catalog presentation. This work is being carried on in conjunction with cognizant using offices of the catalog.

3. OTHER ITEMS OF INTEREST:

25X1A

a. Supply Regulations: (continued item)

25X1A

The Special Assistant to the DD/A now has the ten [REDACTED] Supply Regulations [REDACTED] for final concurrence and publication.

25X1A

b. [REDACTED] (continued item)

Coordination has now been completed on the handbook and action is being taken to resolve minor points of differences raised in the coordinating process.

c. Requisitions from the [REDACTED] Depot: (new and completed item)

25X1A6a

25X1A6a

The Supply Division is now receiving requisitions direct from the [REDACTED]

d. Penalty Indicia Regulation: (new and completed item)

A draft of a proposed regulation pertaining to the reporting and reimbursement to the Post Office of penalty indicia mail used by the Agency has been prepared and forwarded to RCS, DD/A for coordination and publication.

e. Photographic Material: (new and completed item)

The catalog section reports completion of a project segregating the various types of film carried in stock by stock number, sensitivity, and expiration periods in order that warehouse personnel may exercise more effective control in the issuance and handling of film items. This work was followed up by a physical inspection of stock at the depot and briefing of personnel handling photographic material.

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f. Arms Rehabilitation Program: (new and continued item)

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The [REDACTED] commenced operations on 27 July 1953. Fifteen indigenous personnel under the direction of one Agency employee are assigned to this operation. The Ordnance Inspector of the Division, presently [REDACTED] is actively participating in getting the program underway. A report of accomplishments will be developed for future submission in the Weekly Activity Report, upon the return of the Ordnance Inspector in the near future.

25X1A6a

4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

See attachment for current status report of major objectives for FY54.

25X1A9a



LO/SD:DWW:mt (17 Sept. 1953)

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